



## Certificate of Proficiency (Course only)

Reach your personal and professional goals with our course only option. This enables you to enrol in standalone (or a few) courses to boost your knowledge and skills without studying towards the achievement of a qualification.

With over 80 courses to choose from in a variety of subject areas, you're sure to reach your study and career goals with Open Polytechnic.

### Qualification code OP7304

|                          |                                                                                                                                                                       |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Level &gt;</b> 3-7    | <b>Credits &gt;</b> Variable                                                                                                                                          |
| <b>Workload &gt;</b>     | Allow 10 hours of study per credit. Your workload may be higher around assessment due dates                                                                           |
| <b>Study type &gt;</b>   | Mixed                                                                                                                                                                 |
| <b>Cost &gt;</b>         | See the qualification page on the website                                                                                                                             |
| <b>Student loan &gt;</b> | You can get a student loan for this qualification if you meet the criteria. Visit <a href="https://www.studylink.govt.nz">studylink.govt.nz</a> for more information. |

### Career Opportunities

Depending on the courses you choose, you will gain skills and knowledge in areas like business, communication, environment, health, law and legal, library and information studies, management, psychology, real estate, and more. You will also be able to credit most courses towards relevant Open Polytechnic qualifications.

### How to apply

Go to the choose courses tab on the qualification page on our website. You'll be taken through our step-by-step enrolment process which you can save and exit from at any time. Visit the programme page on our website to view course availability and prerequisites before applying to enrol.

### What you can study

There are over 80 courses available to study as course only options in the following subject areas:

- Accounting
- Business
- Communication
- Construction
- Engineering
- Environment
- Health
- Information technology (IT)
- Legal
- Library and Information Studies
- Management
- Marketing
- Psychology
- Real estate
- Work and Study Skills.

You can find a full list of courses under the about this qualification tab on the qualification page on our website. Check the individual course pages on our website for availability and prerequisites before applying to enrol.

## Entry requirements

Entry requirements depend on the level of course(s) you enrol in:

- **Level 3-4 courses** require a minimum of NCEA Level 2 or equivalent
- **Level 5 courses** require a minimum of NCEA Level 3 or equivalent study or work experience
- **Level 6 courses** require previous study at Level 5 or equivalent study or work experience
- **Level 7 courses** require previous study at Level 6 or equivalent study or work experience.

## Computer and online access

To complete this programme you will need access to a laptop or desktop computer, reliable broadband internet connection and a data plan able to support online learning such as streaming of videos (including YouTube), downloading content, and writing and submitting online assessments. If you are unsure if your current computer or internet access allows you to complete your online learning with us, please contact us before applying to enrol.

Visit [openpolytechnic.ac.nz/online](https://openpolytechnic.ac.nz/online) to view our online learning and study tools.

## Textbooks

You may need to purchase textbooks at an additional cost to your course fees.

Visit [openpolytechnic.ac.nz/textbooks](https://openpolytechnic.ac.nz/textbooks) for more information.

## English language

The ability to read and write well in English is required to study this programme.

Visit [openpolytechnic.ac.nz/englishlanguage](https://openpolytechnic.ac.nz/englishlanguage) to view our English language criteria.

## International students and domestic students living overseas

You can study this programme part-time if you're an international student living in New Zealand or overseas. If you're living in New Zealand you will need to be in paid employment with a valid work permit.

You can also study most courses in this programme if you're a New Zealand citizen living overseas.

Visit [openpolytechnic.ac.nz/internationalstudent](https://openpolytechnic.ac.nz/internationalstudent) for more information about the special conditions and fees that you'll need to meet.